

**Fox River Valley Public Library District
Board of Trustees Meeting
July 30, 2012**

**Dundee Township Public Library Meeting Room
500 Barrington Avenue
East Dundee, IL 60110**

President Marge Skold called the meeting to order at 7:00 PM

Roll Call

Members present:

President	Marge Skold
Secretary	Richard Corbett
Treasurer	Norman Raven
Trustee	Maria Bagshaw
Trustee	Fred Lechuga
Trustee	Joe Molinaro

Members absent: Vice Pres. Lenore McDonald

Others present: Director Roxane Bennett
Jeanne Etling, Carolyn Friedland,
Karin Nelson, Mary Povilonis,

Public Comment

None

President's Report

Trustee Molinaro asked to address the Board. He announced his resignation from the board for personal reasons effective immediately. He thanked everyone and stated he was pleased with the Board's accomplishments over the past few years. President Skold stated a resolution concerning Trustee Molinaro will be read later in the meeting.

President Skold asked for a report on the annual review of minutes by Trustees Lechuga and Bagshaw. Trustee Lechuga reported that everything was in good order.

Director's Report

Director Bennett called on library staff members in attendance. Jeanne Etling reported on statistics for the past fiscal year. Circulation surpassed 500,000 and website hits exceeded 200,000. 1700 children are enrolled in the summer reading program. Etling also discussed updating the outside sign at the Dundee Library and said that new library cards will be coming in August.

Carolyn Friedland reported on the status of books and DVDs ordered for the Branch. The collection will be presented to the public in a “book store” atmosphere, properly categorized and easy to find.

Karin Nelson gave a slideshow tour of the library Branch facility. Shelving is installed and awaiting delivery of material in August. Most of the furniture and large equipment is in place. Computers and small equipment will be installed soon.

Director Bennett advised that the recreation center may open to the public prior to the library being ready to open. An invitational VIP event is scheduled for August 23rd. Board members and Friends of the Library will be invited to attend and tour the facility that evening. The hours for the public Grand Opening of the recreation center and the branch library are 10 AM to 2:00 PM on Saturday, August 25th.

Carolyn Friedlund demonstrated the Freegal (free and legal) downloadable music database that is now available to our patrons. Patrons may download 3 songs per week. A mobile app will be available in the near future. Usage statistics will be reported.

Director Bennett advised the Newsletter is in production and should be in mailboxes prior to the Grand Opening. Hours of service at the Branch will be 10:00 AM to 6:00 PM on Mondays and Wednesdays, 12:00 PM to 8:00 PM Tuesdays and Thursdays, and 9:00 AM to 5:00 PM on Saturdays. It will be closed on Fridays and Sundays. The Director expects public demand for more hours in the future, and will address this issue next year as the budget allows.

The Employee Handbook was sent to Board members for their perusal. It is being distributed to all library staff members.

The roofing project is nearing completion with the exception of finish work, which was halted by recent stormy weather. Director Bennett expects it to be completed within the next two weeks.

Consent Agenda

Trustee Bagshaw moved and Trustee Lechuga seconded that the following items be considered under the Consent Agenda:

- Exhibit A.1 Approval items to be included in Consent Agenda
A.1a Minutes from June 11, 2012, Board of Trustees Meeting
A.1b Minutes from June 11, 2012, Board of Trustees Executive Session
A.1c Bills Paid Report for June, 2012
A.1d Monthly Gross Payroll for June, 2012, totaling \$86,577.05
A.1e Monthly Financial Report for June, 2012
A.1f Monthly Cash Summary for June, 2012

Voice vote: 6 ayes, 0 nays. Motion carried.

Secretary Corbett moved and Treasurer Raven seconded that the Consent Agenda items be approved as presented. Roll call vote: Trustee Molinaro – abstain, Treasurer Raven – aye, Secretary Corbett – aye, Trustee Lechuga – aye, Trustee Bagshaw – aye, President Skold – aye, Vice President McDonald – absent. 5 ayes, 1 abstain, 1 absent. Motion carried.

Old Business

Exhibit B.1 Working Budget Fiscal Year 2012-13

Trustee Molinaro moved to approve the working budget for fiscal year 2012-13. Trustee Bagshaw seconded.

Discussion: Director Bennett reviewed the document for trustees, noting amounts designated for Capital Expenses are "one time" expenses which can be funded with accumulations while the Operating Expense portion is funded with current revenue. She asked for any questions the Board may have.

Treasurer Raven noted that personnel costs represent 63% of the total projected expenses and cautioned that adding staff could strain future budgets, particularly if branch hours are increased. Trustee Lechuga questioned whether hours for the branch are sufficient and whether this should have been presented to the board. Director Bennett addressed these concerns. She will monitor the needs at the new facility and does not anticipate adding staff beyond what is budgeted for this fiscal year.

President Skold noted Board members desire to feel informed and involved in decision making regarding staffing levels and suggested that they communicate any concerns to the Director. Trustee Molinaro pointed out that while some decisions benefit from Board member input, most are best handled by the Director with board approval only when necessary.

President Skold called for a roll call vote on the motion. Trustee Molinaro – aye, Treasurer Raven – aye, Secretary Corbett – aye, Trustee Lechuga – nay, Trustee Bagshaw - aye, President Skold – aye, Vice President McDonald – absent. 5 ayes, 1 nay, 1 absent. Motion carried.

New Business

Exhibit C.1 Ordinance 2012-06 .02% Building and Maintenance Tax

Trustee Lechuga moved and Trustee Molinaro seconded that we adopt Ordinance 2012-06 .02% Building and Maintenance Tax.

Discussion: Director Bennett explained that this Ordinance must be passed to allow the Board to Levy into the Building Fund next year.

Roll Call vote: Trustee Molinaro – aye, Treasurer Raven – aye, Secretary Corbett – aye, Trustee Lechuga – aye, Trustee Bagshaw – aye, President Skold – aye, Vice President McDonald – absent. 6 ayes, 0 nays, 1 absent. Motion carried.

Exhibit C.2 Illinois Public Library Annual Report (IPLAR)

Trustee Lechuga moved and Trustee Bagshaw seconded that we approve and file the IPLAR as required.

Voice vote: 6 ayes, 0 nays

Director Bennett informed the Board that the State Library is in the process of selecting a new vendor to manage the online portal for submission of the IPLAR and has requested that libraries delay filing until the new vendor is in place.

Exhibit C.3 Requirement for Per Capita Grant

Discussion: Director Bennett explained the 2013 Per Capita Grant application is due mid-October. A requirement this year is that Board members review the Illinois laws on grants re eligibility. We are eligible for two types of library grants: 1) the Per Capita Grant, and 2) the construction grant. However, we do not have any current projects that meet the requirements of the construction grant program.

**Exhibit C.4 Ordinance 2012-07 Tentative Budget & Appropriation
Announce Hearing Date & Time: September 10, 2012, at 7:00 PM**

Discussion: A public hearing will be held during our regular September meeting. Trustees asked about procedures and protocol for the hearing such as time limits and responding to questions from the public. Director Bennett will research board policy regarding these issues.

Director Bennett informed the Board that the Budget & Appropriation Ordinance (B&A) sets the legal limit for spending by the District for the fiscal year. The format of our B&A is presently being redrafted by general counsel to be distributed to the Board upon completion.

Exhibit C.5 Resolution 2012-08 Honoring Joseph J. Molinaro

It was moved by Trustee Lechuga and seconded by Trustee Bagshaw that the Board recognize Trustee Joseph J. Molinaro for his years of service on the Board of Trustees of the Fox River Valley Public Library District, formerly known as the Dundee Township Public Library District.

Voice vote: 5 ayes, 0 nays. Motion carried.

President Skold then presented and read aloud the following:

**Resolution 2012-08
Honoring
Joseph J. Molinaro**

Whereas, Joseph J. Molinaro ably served as Trustee of the Fox River Valley Public Library District, formerly known as the Dundee Township Public Library District from 2009 through July 2012; and

Whereas, Joseph J. Molinaro served during library renovation and on various committees of the Board of Trustees; and

Whereas, Joseph J. Molinaro played a pivotal role in setting the long-range plans for the library district, including the selection of a new library director and design of the director evaluation tool, promotion and facilitation of construction of a west side facility, renaming the library district; and

Whereas, Joseph J. Molinaro ably served working with engineers designing the roof project, the building envelope and heating and air-conditioning project; and

Whereas, Joseph J. Molinaro served as liaison to the Dundee Township Offices regarding their tenant status; and

Whereas, Joseph J. Molinaro played a pivotal support role in improving fiscal responsibility and appropriate data collection for sound decision making;

Therefore be it resolved that in recognition of Joseph's service to the Fox River Valley Public Library District, formerly known as the Dundee Township Public Library District, the Board of Trustees, on behalf of the residents, staff, and themselves, present to Joseph this resolution; and

Be it further resolved that on this, the 30th day of July, two thousand and twelve, this resolution be presented to him and that its contents be spread upon the Minutes of this organization.

Board Discussion (Trustee questions, future agenda items, etc.)

It was the consensus of the Board that combining meetings for the months of July and August was positively received. President Skold announced this practice will continue in 2013.

President Skold will appoint a replacement for Molinaro, pending the general election of future Board members.

Director Bennett updated the Board on the status of hiring a Branch Manager. The Branch Manager will be introduced to the Board at the September meeting.

Adjournment

President Skold adjourned the meeting at 8:27 PM with the unanimous approval of the board.



Richard V Corbett - Secretary